**Roupell Park RMO Covid-19 Hardship Fund Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Address |  | | | |
| Bank Account Details | Name of Account:  Sort Code:  Account Number: | | | |
| Employment Status  (please circle) | Full time | Part time | Self Employed | Claiming UC Y/N |

|  |  |
| --- | --- |
| Please use this space to say why you need money from the fund, explaining how you have been financially affected by COVID-19, and how much you are claiming.  You will also be required to provide supporting information to support your application. This is listed in the guidance about the fund. If you are in any doubt about what you need to supply please contact the office. | |
| Signed: | Date: |
| If this application has been completed by someone else on behalf of the applicant, please enter their details here and their capacity: | |

**For office use only**

|  |  |
| --- | --- |
| Decision | Approved/Refused |
| Value of Award | £ |
| Comments |  |
| Decision letter sent |  |
| Date paid / rejected |  |

**Guidance Notes:**

The purpose of the fund is to provide funding in relation to one off costs that are impossible to meet in current circumstances. This may include helping with funeral costs, replacement of essential white goods, costs relating to the direct provision of support to people with Covid-19 or other underlying conditions during social isolation or unplanned travel costs to attend funerals or to care for relatives.

The fund will be available to all tenants and leaseholders who currently resides at Roupell Park. Members of the Community who live in the private rented sector are not able to access the fund. The fund is available throughout the financial year 01/04/2020 – 31/03/2021 to -

* Assist tenants and leaseholders who are prevented from attending work due to contracting COVID-19
* Assist tenants and leaseholders who experience a loss of income as a result of self-isolation due to exposure to COVID-19
* Assist tenants and leaseholders who experience a loss of income as a result of statutory sick pay or imposed leave from their normal place of work
* Assist tenants and leaseholders who are unable to attend work to enable them to care for family members affected by COVID-19
* Assist tenants and leaseholders who have been required to take unpaid leave to care for a child who is unable to attend school as a result of an enforced school closure.

**Applying for the Hardship Fund**

Applications to the fund are available online. Residents may also request an application by email or on the phone. The application must be completed by the tenant or leaseholder. If they are unable to complete an application, a nominated person who holds a ‘power of attorney’ may complete the form on their behalf. In instances where a tenant has been hospitalised for a period of time a retrospective application may be made no later than 1 month after discharge.

Applications are limited to one claim per household to a maximum value of £1000.

Qualifying documents will include 1 or all of the following as necessary:-

* Wage slips showing loss of income
* Letter from employer
* Letter from GP or discharge notes
* Letters from school or childcare provider
* Proof of power of attorney
* Bank statements showing change in income
* Death certificate

Please note the above list is not exhaustive

A decision will be made within 5 working days of the completed claim and payment made with 15 working days.

If a claim is rejected, then the reason for this will be given in writing within a reasonable timeframe.

Payments will be made by BACS only.

All fraudulent applications will be reported and the appropriate action taken.